

Overview

A Preliminary Review application includes a conceptual site plan, a brief project description, and any proposed architecture for review by City staff. This provides an opportunity for applicants to present their projects on a basic level in order to minimize up-front design costs. There is no fee for this process, and it is encouraged for any type of development application (i.e., requests to amend the General Plan, rezone property, modify an existing project, building of new commercial structures, etc.).

Submittal Requirements

Applications will be accepted for review with any level of detail provided by the applicant, although the more information available, the more thorough staff comments will be. At a minimum, one copy of the following materials should be submitted for review:

1. Completed Universal Application, signed by the property owner. Alternatively, a letter of authorization from the property owner will suffice.
2. Written statement describing the project and the reason for it. For development projects, this should include a discussion of the site plan and the overall fit of the project within the Brentwood architectural landscape. If a use permit is required, include things such as the days and hours of operation, number of employees, number of customers at peak hours of use, any other permits or licenses required for use, and any other use-related information. For commercial uses, include a list of other businesses within the same development, along with days and hours of operation.
3. Site plan of the subject property, including all existing and proposed buildings and setbacks from property lines, drawn to scale.
4. Floor plan, including labels for the uses in various parts of the building, drawn to scale (if available).
5. Building elevations, drawn to scale (if available).
6. Flash drive or CD containing all written documents in Word format and all maps/plans in PDF format.

Processing Time

Preliminary review applications are typically processed in 2-3 weeks.

Further Reviews

This process is intended to afford any applicant the option for a one-time review of an application for initial feedback prior to actual submittal of an entitlement request. Should an applicant desire to resubmit revised plans for further review prior to the submittal of an entitlement application, the applicant will be requested to establish a deposit account against which staff time and materials expended on the project may be charged until such time as the formal entitlement application is submitted.